

LICENSED PRIVATE SCHOOLS LICENSING GUIDELINES

The licensing application information is **PUBLIC RECORD**. You may have parents asking to see it. NRS 394.201 Attorney General's Opinions: "Licensing materials are public records. Materials submitted to department of education by private schools as part of procedure for licensing pursuant to NRS 394.201 et seq. are public records within meaning of NRS 239.010 because interest in access to such records clearly outweighs any interest of department in nondisclosure, disclosure would not be unwarranted invasion of privacy justifying confidentiality, licensing materials do not come within exemption for privileged or confidential commercial or financial information."

The NOTARIZATION FORM

The notarization form for re-licensing should be signed by the owner of the school or the qualified K-12 private school liaison or administrator (not a preschool administrator who is not designated in this position.)

SUBMISSION FORMAT

Submit the application:

1. In a large paper clip or rubber band. Do not spiral bind or staple the application since the application will be taken apart for filing purposes. (You may use a 3 ring binder if you wish.) The DOE files use the two-hole at the top prong for filing purposes.
2. Label all items **in the top right hand corner by number**, ex. 1.1, 1.2
3. When you get to Component #5 include one copy of your brochure and if needed parent handbook, **highlight each item and label by # on the brochure** ex. name/address **A**, governing body and faculty members **J**, publication date **B**, philosophy **C**, entrance requirements **K** etc.
4. Please separate one component from the next with a tab or sticky note. Dividers will be discarded so please do not waste your materials.

THE APPLICATIONS HAVE BEEN REVISED AND UPDATED...BE SURE TO USE THE NEW FORMAT. IF YOU ARE RENEWING YOUR LICENSE, USE THE RENEWAL APPLICATION.

(Keep a copy at the school site.)

If a licensing application is not organized or is incomplete, your license will be delayed or possibly not issued. If you have problems getting everything together, call the Private Schools Office: 775-687-9238.

RE-LICENSING TIMELINES CHANGE ACCORDING TO THE STATE BOARD MEETING SCHEDULE

Your application must be reviewed and a visit to your school scheduled and completed before the appropriate paperwork can be submitted to the State Board Agenda. If the timeline to get the licensing on the agenda is not met, your license will be delayed. Unlicensed schools cannot be legally operated in the State of Nevada.

The State Board of Education meets on	Documents due to Private Schools Office
February 22-23, 2012	December 22, 2011
March 22-23, 2012	January 18, 2012

May 17-18, 2012	March 9, 2012
June 21-22, 2012	April 6, 2012
August 8 – 9, 212	May 25, 2012
October 4 – 5, 2012	July 27, 2012
December 6 – 7, 2012	September 28, 2012
* NRS 394.251 (6). At least 60 days before the expiration of a license, the institution must complete and file with the Superintendent an application form for renewal of its license.	A site visit will be scheduled after your renewal packet is received.

To help meet the application for re-licensure deadline, you will need to start completing the items that can take the longest to complete:

- appointments for inspections – see contact information (items 7.3-7.6)
- budgets (item 9.5)
- financial statement if required (item 9.6)
- updating any required occupational permits (aka “sheriff’s/police cards”) for **ALL** secretaries, receptionists, cooks, bus drivers, etc. (item 2.6.)

ON SITE VISIT

The on- site school visit is conducted by the private school education program professional before the State Board Agenda filing date. The curriculum needs to be available and some sample student files. Verification will be made that fire exits are clearly marked, fire escape routes are posted, space requirements are met, library materials and physical education facilities are available as described etc.